Approved For Release 2000/08/28 : CIA-RDP78-04129A000200160005-3

ADMINISTRATIVE INTERNAL USE ONLY

280764

DATE: 28 July 1964

Division or Staff: OL/Real Estate and Construction Division

Signature: STATINTL [redacted] Executive Officer

Records on hand 30 June 1964 / OL / RECD

No. of cubic feet of records in letter or legal size safes or cabinets (measure 1 full drawer as 2 cu. ft.)	124 Cu. ft.
No. of feet (or inches) of 3x5 records	2 ft. 11 in.
No. of feet (or inches) of 4x6 records	0
No. of feet (or inches) of 5x8 records	1 foot
No. of feet (or inches) of IBM card records	1 inch
No. of trays of Kardex records (5x8)	0
No. of feet of records, books or publications contained in book-cases or shelving	149 ½ ft.
No. of feet of records housed in other equipment, specify (vaults, rotary files, etc.)	90 Cu. ft.

STATINTL No. of cubic feet of records destroyed in the Staff or Division during Fiscal Year 1964 (Certificates of Destruction as required [redacted] have been received on some destructions. Specify if this material is included in your total destroyed and forward certificates if not previously completed.)

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